

## 23-630 SDSS REVIEW

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- .1 Contracts, procurements and amendments for the purchase of In-Home Supportive Services and for any other program where state review is required by law or regulation shall be subject to prior SDSS review in accordance with the conditions set forth below.
- .2 When SDSS review is required, SDSS shall notify the county of the time frames necessary to submit information for state review, based on the complexity and volume of the contract material requiring state review.
- .3 Along with the contract, the county shall submit a summary of the procurement if the procurement information has not been previously required. (See Section 23-620 for procurement review of the In-Home Supportive Services Program.) The summary of the procurement shall include the method of procurement, a listing of all bidders or proposers and their bids, and the county's reasons for the selection.
- .4 When submitting a contract amendment, the county shall detail the reason(s) for the amendment, and, if the amendment results in a change of price, a revised contract budget and justification for any price change.
- .5 SDSS will review the contract, procurement summary, or contract amendment for compliance with state and federal program and procurement laws and regulations. SDSS will review contract amendment price changes for reasonableness, necessity, and impact on state and federal funding availability. Upon making a determination, the state shall respond to the county in writing, with an approval or denial of state and federal funding of the contract or amendment. If the contract or amendment is not approved, the state shall set forth conditions, if any, by which the county may gain approval for funding.
- .51 The state shall notify the county within 15 calendar days of receipt if the material is complete or deficient, and within 45 calendar days of receipt of complete information of its decision on contracts, procurement summaries, or amendments.

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.52 The state periods, based on actual performance, for processing the approval of In-Home Supportive Services contracts and amendments during the two years prior to the proposal of this section were as follows:

.521 Contracts

- (a) The median time was 46 days.
- (b) The minimum time was 14 days.
- (c) The maximum time was 310 days.

.522 Contract amendments

- (a) the median time was 115 days.
- (b) The minimum time was 5 days.
- (c) The maximum time was 280 days.

- .6 Contracts providing services prior to required state contract approval may not be eligible for state and/or federal financial participation.
- .7 Although it is general policy not to require prior review of contracts unless required by law or regulation, SDSS retains the right to audit and evaluate all county contracts both during and after the contract term.

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- .8 Upon final approval of a contract, SDSS shall provide claiming clearance for the contract and assign a specific SDSS contract number.
- .9 Additional requirements concerning the review and approval of contracts for electronic data processing are contained in Sections 28-105 and 115.

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